



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO 5220.2G  
3AQ  
14 DEC 1995

STATION ORDER 5220.2G

From: Commanding Officer  
To: Distribution List

Subj: MANAGEMENT INFORMATION REPORTING SYSTEM (MIRS)

Encl: (1) Functional Area Reporting Requirements

Reports Required: See Enclosure (1)

1. Purpose. To prescribe reporting requirements and staff liaison in support of the Management Information Reporting System.

2. Cancellation. StaO 5220.2F.

3. Background. A Management Information Reporting System is a continuing program to assist the Commanding Officer and the Commander, Marine Corps Air Bases Western Area (COMCABWEST) in evaluating the effectiveness in which Command objectives are met, identifying problem areas and where appropriate, directing remedial action to correct deficiencies. The system involves Station Functional Areas submitting important elements of management information to the Community Planning and Liaison Office (Code 3AQ) on a timely basis. This information will be compiled into Management Information Charts (MICs) which will be placed in the Commanding Officer's Notebook and when required, forwarded to COMCABWEST. Additionally, selected charts will be reproduced in slide, transparency or computer form for the Commanding Officer to brief COMCABWEST when required.

4. Action

a. The Community Planning and Liaison Office is assigned the responsibility of compiling the Management Information Charts, maintaining the Commanding Officer's Notebook and disseminating finished charts.

b. Functional Areas listed on the enclosure are requested to submit the required information listed thereon to the Community Planning and Liaison Office by the 5th working day of the month following the month being reported on. Every effort should be made to meet the target date which should allow a minimum time for processing, illustration, reproduction and final review.

c. Functional Area Administrators should be prepared to brief the Commanding Officer on MICs pertaining to their respective functional areas. The Community Planning and Liaison Office will

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arrange and coordinate MIRS briefings which will normally be conducted in the Station Conference Room.

d. Improvements to the Management Information Reporting System are solicited and encouraged. Recommendations should be directed to the Community Planner.

A handwritten signature in dark ink, appearing to read 'am Torrance', with a stylized, elongated horizontal stroke at the end.

A. M. TORRANCE  
By direction

Distribution: A

FUNCTIONAL AREA REPORTING REQUIREMENTS

COMMISSARY

Sales/Customer Report

COMMUNITY PLANNING AND LIAISON

Noise Complaints  
Supported Population  
Monthly Base Personnel Strength

COMPTROLLER

Direct Deposit Recap

FACILITIES MANAGEMENT

Energy Conservation Report  
Military Construction Program (Status)  
Family Housing Waiting List  
Family Housing Occupancy Rate

FOOD SERVICES

Operational Analysis

HEADQUARTERS AND HEADQUARTERS SQUADRON (HQHQRON)

Reenlistments  
Unauthorized Absence/Deserter Rates  
Urinalysis Testing Results

MORALE WELFARE AND RECREATION (MWR)

Monthly Statistical Usage of MWR Facilities  
MWR Profit and Loss Report  
MWR Income/Sales

JOINT PUBLIC AFFAIRS OFFICE (JPAO)

Unit Fleet Hometown News Release

S-1

Station Manpower Report

Enclosure (1)

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S-4

VIP, BOQ, BEQ Billeting  
Tonnage Report

AIRFIELD OPERATIONS

Airfield Operations Report  
ATC Operational Data, UC-12B/UH-1N Flight Hours  
Projected Deployment Unit Summary  
Monthly Statistical Deployment Report Summary  
Visiting Aircraft Line (VAL) Aircraft Handling Report  
Fleet Liaison Statistical Information

STATION SUPPLY

Gallons of Fuel (By Type-Sold/Issued)

TRAINING

Pistol Marksmanship  
Rifle Marksmanship

MARINE AVIATION AND WEAPONS TACTICS SQUADRON 1 (MAWTS-1)

Unauthorized Absence/Deserter Rates  
Urinalysis Testing Results

Enclosure (1)